

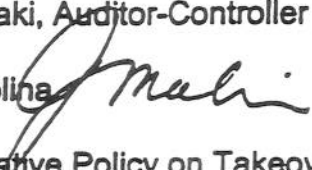
LOS ANGELES COUNTY LETTERGRAM

FIRST DISTRICT

DATE: July 15, 1997

TO: David Janssen, Chief Administrative Officer
Alan Sasaki, Auditor-Controller

FROM: Gloria Molina



SUBJECT: Administrative Policy on Takeovers of Internally Provided Services

Thank you for your memo regarding the new Administrative Policy on Takeovers. In the future, I would like to be kept informed of all proposed takeovers submitted to the Chief Administrative Office during the annual budget request submission process.

In addition, I would like to receive copies of analysis performed by the Chief Administrative Office and the Auditor-Controller regarding the impact of any takeovers before a final determination is made regarding the benefit to the County.

Thank you in advance for your cooperation.